

# Nevada Department of Corrections



## **P. O. S. T. CATEGORY III PRE-SERVICE TRAINING ACADEMY CORRECTIONAL OFFICER TRAINEE HANDBOOK**

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## INTRODUCTION

Welcome to the Nevada Department of Corrections, Correctional Officer Trainee Pre-Service Training Academy (PST).

Your acceptance into this Academy is the first step into an exciting and rewarding career within the most dynamic and challenging area of law enforcement. As a professional Correctional Officer, you will acquire and practice exceptionally diverse management and people skills. You will have great responsibility to manage and condition offenders for successful reintroduction into our communities. You will be the primary instrument on which our criminal justice system and society rely.

It is the intent of the Director, the Training Section, and the Training Staff to administer a comprehensive training program designed to develop competent, qualified Correctional (Category III) Peace Officers to provide safety and service to the public and enforce the laws of the State of Nevada by supervising persons awarded confinement from the courts.

During this Academy, you will gradually realize the great deal of knowledge and skills that you are developing. You will experience a transformation from having little concept of the position to becoming a confident, capable, vigilant, and accomplished professional, starting with the first day of the Academy.

The correctional environment can be very demanding, requiring sound leadership, people skills, and sound personal morals. Additionally, the abilities to positively motivate others and to demonstrate complete and consistent impartiality and fairness is paramount for the successful Correctional Officer.

Only the most qualified applicants will complete all steps necessary to enter and graduate from the Academy. It is imperative that you familiarize yourself with the contents of this handbook and achieve the expectations cited herein.

Again, congratulations and the best of luck as you embark on an intriguing career, full of challenge and opportunity.

*The Training Section*

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## The Academy

The Academy consists of six weeks of instruction, independent study, and practical application.

Academy classes are scheduled to last eight hours per day, beginning at **7:00 AM**, Monday through Friday. *Some times and schedules may vary.*

The following information will be required for the first day of processing. Bring with you to the first day of the academy.

1. *Name(s) of person(s) to be notified in case of emergency*
2. *Make, model, year, license number, and color of vehicle to be parked at the Academy*
3. *Copy of Driver's License*

*Note: Vehicles parked on State Property will be subject to search at any time*

**DRESS CODE:** Class A Uniforms will be required by the second week of the academy. You will be receiving reimbursement of \$350.00 on you 2<sup>nd</sup> or 3<sup>rd</sup> payroll check. Wear black polished shoes or boots. Non-custody staff will wear conservative business attire.

Alternate uniforms will be worn during the following training:

1. Physical Fitness & Defensive Tactics Uniform
  - ❖ PT sweatshirt (gray)
  - ❖ PT T-shirt (white) **NO LOGOS**
  - ❖ PT sweatpants (gray)
  - ❖ Tennis shoes (Neutral Colors) and white socks
  - ❖ Mouth Guard
  - ❖ Thick Gloves
2. Range Uniform
  - ❖ BDUs **with belt**
  - ❖ Uniform Boots
  - ❖ No camouflage

**Meals:** During scheduled classroom days, a one-hour lunch break will be given; trainees are responsible to bring their own meals

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The Nevada Department of Corrections (NDOC) program is divided into the following areas. A Trainee is expected to meet the minimum standards in these areas.

1. Academic Instruction
  - a. P.O.S.T. Examination
  - b. Examinations
  - c. Class Assignments
  - d. Practical Skill Demonstrations
  - e. Note taking
2. Firearms Training
  - a. Ruger Mini-14 rifle (.223/5.56mm)
  - b. Glock 22 Semi-automatic sidearm (40 caliber)
  - c. Remington Model 870 12-gauge shotgun
3. Physical Training
  - a. Increases student's level of strength, coordination, and flexibility to such a degree that he/she can successfully apply the techniques taught during Defensive Tactics
  - b. Prepares trainees for Emergency Response situations
  - c. Reduce illness claims through the practice of fitness
4. Tactical Skills
  - a. Defensive Tactics
  - b. Impact Weapons Orientation
5. Institutional Application
  - a. Punctuality
  - b. Participation
  - c. Practical Performance
  - d. Working with others

## **THE FOLLOWING ARE MINIMUM ACADEMIC STANDARDS:**

### **A. ACADEMIC STANDARDS**

1. *Nevada Administrative Code* Section 289, Peace Officer Standards and Training (P.O.S.T.), requires that every peace officer successfully complete a course in accordance with the guidelines established therein. A written examination is scheduled and administered during each Academy class. The examination is conducted on-site. The minimum score of 70 percent must be obtained to pass. Should a trainee fail, he/she will be notified and given the opportunity to retest after a period of remedial instruction. Failure to pass the retest will likely result in rejection from probation.
2. No trainees who have completed and obtained previous P.O.S.T. certification prior to arriving at the NDOC Academy will be exempt from any portion of the Academy or from taking the written exam.

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3. Mandatory Examinations – Each trainee must pass each segment of all mandatory examinations. These examinations are given periodically throughout the academy. Failure to pass any segment at the minimal acceptable competency level of **80%** requires remedial study and retest. Should a trainee fail any segment of a mandatory examination, an Academic Failure Notice will be issued. The notice will include the date/time of the retest examination and the segment(s) to be retested. Failure to report to the retest will result in dismissal from the Academy.
4. Classroom assignments – Trainees must complete all classroom assignments satisfactorily. Any assignment that is incomplete or incorrect may be redone one time and resubmitted. Trainees who are unable to demonstrate proficiency in classroom assignments may be referred for remedial review. Failure to satisfactorily demonstrate proficiency could result in academic failure and dismissal from the Academy.
5. Practical Skill Demonstrations – Some courses require the Trainee to perform practical skills as demonstration of learning the training objectives. These demonstrations are graded on a pass/fail basis.
6. While attending the Academy, you may be issued materials related to various course curricula. You will be expected to report to class with the related material for each course of training. Failure to do so may result in disciplinary action.
7. Firearms training consists of instruction in the use of three departmental weapons. These are the Mini-14 rifle; the Glock semi-automatic sidearm, and the 12-gauge shotgun. A minimum proficiency rating of 70 percent is required for the Mini-14 (70 out of a possible 100 points). The sidearm requires a minimum proficiency rating of 70 percent (170 out of a possible 250 points). The 12-gauge shotgun requires demonstrated proficiency in the safe operation. Trainees who fail to qualify with any weapon will be given one additional attempt to qualify with that weapon. Failure to qualify will result in rejection from probation and dismissal from the Academy. Any misconduct or unsafe act committed on the range may result in rejection from the training and subsequent dismissal from the Academy.
8. Physical Training – Trainees will participate in physical training throughout the course of the Academy.
9. Tactical Skills – Employees who supervise inmates or parolees must have training in physical controls that are acceptable and approved for use within NDOC. Basic techniques will be taught in the use of the Defensive Tactics and Impact Weapons. These techniques must be demonstrated for successful completion of these courses and of the Academy.
  - a. Defensive Tactics – This training consists of P.O.S.T.-mandated skill development and is presented in lecture and physical proficiency training (mat work). It provides the trainee with a basic working knowledge and understanding of defense techniques used to defend against an assailant and methods used to restrain (mechanical advantage) assaultive individuals. Trainees who fail initial qualification upon completion of the class will be given 2 hours of one-on-one training that will include a retest. Failure to pass the retest will result in dismissal from the Academy.
  - b. Side Handle Baton – This training consists of an orientation in patterns of movement, safety, use of force, blocks strikes, retention techniques, and legal aspects of the side-handle baton.

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## B. Academy Uniform and Grooming Guidelines

It is imperative that each trainee report to the Academy well groomed and in the appropriate business attire or uniform each day as required by position. **NO** blue jeans, T-shirts, or caps/hats are to be worn in class. All attire will be clean, in good repair, neat, unwrinkled, and fit appropriately.

### GROOMING STANDARDS – Male

1. Hair shall be kept neat and clean.
2. Hair on the back of the head shall be tapered down to the neck with ***no hair extending below the top of the shirt collar.***
3. Hair shall not cover any portion of the outside of the ear.
4. Hair shall not be worn in any eccentric style, such as, but not limited to:
  - Afro exceeding two inches
  - Mohawk
  - Ducktail
  - Knitting of the hair
  - Exotic design or row cutting
  - Eccentric or exotic coloring
5. **NO FACIAL HAIR**
6. Sideburns shall not extend below the middle of the exterior opening of the ear.
7. Sideburns shall be of an even width and not be flared.
8. The bottom of the sideburn shall be trimmed with a clean shaved horizontal line.
9. The wearing of jewelry in a prison setting is neither appropriate nor safe:
  - Wristwatches may be worn. Watches worn on chains or pinned to the uniform are not permitted.
  - Medical alert identification bracelets are permitted. No other jewelry other than the watch may be worn on the wrists.
  - Rings shall be limited to one ring per hand.
  - Neck chains and necklaces, if worn, will not be visible.
  - Piercings of any kind are **NOT** allowed.
  - Staff should refrain from wearing precious or semi-precious stones. The Department accepts no responsibility for loss of, or damage to, such personal items.
10. Tattoos will be kept covered at all times.

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11. T-shirts visible under the uniform (i.e., T-shirt) will be white (Class A's), black, or forest green in color (Class B's) and have a round neck. Their condition shall:

Their condition shall:

- Be clean, unsoiled and free of holes.
- Not be frayed, worn, stained or overly faded.
- Have no designs or logos.

12. Undergarments shall not be visible or allowed to protrude from under clothing.

## **GROOMING STANDARDS – Female**

1. Hair shall be kept neat and clean.
1. Hair shall not be styled in any fashion, which hinders wearing the uniform hat in the prescribed manner.
2. No hair shall be visible on the forehead below the brim of the hat.
3. Hair shall **NOT** extend below the bottom of the shirt collar.
4. Hair may be combed over the ear but in no case shall it be allowed to extend below the bottom of the ear, nor more than two inches in front of the ear.
5. No decorations shall be worn in the hair except clips or pins that closely match the hair color.
6. Hair shall not be worn in any eccentric style such as, but not limited to:
  - Afro exceeding two inches
  - Mohawk
  - Ducktail
  - Knitting of the hair
  - Exotic design or row cutting
  - Eccentric or exotic coloring
  - Ponytails
7. For personal safety reasons, ponytails are not authorized.
8. False eyelashes, which are exaggerated or readily identifiable, shall not be permitted or worn.
9. Cosmetics shall be subdued and match the natural color of the skin.
10. Fingernails shall be kept clean and neatly trimmed.
11. Fingernails shall not extend beyond the tips of the fingers or thumbs.

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12. Fingernails may be polished *clear* coat only.
13. The wearing of jewelry in a prison setting is neither appropriate nor safe:
  - Wristwatches may be worn. Watches worn on chains or pinned to the uniform are not permitted.
  - Medical alert identification bracelets are permitted. No other jewelry other than the watch may be worn on the wrists.
  - Rings shall be limited to one ring per hand.
  - Neck chains and necklaces, if worn, will not be visible.
  - Piercings of any kind are **NOT** permitted.
14. Staff should refrain from wearing precious or semi-precious stones. The Department accepts no responsibility for loss of, or damage to, such personal items.
15. Tattoos that are racially or sexually explicit will be kept covered at all times.
16. T-shirts visible under the uniform (i.e., T-shirt) shall be white (Class A's), black, or forest green in color (Class B's) and have a round neck. Their condition shall:
  - Be clean, unsoiled and free of holes.
  - Not be frayed, worn, stained, or overly faded.
  - Have no designs or logos.
17. Female staff shall wear a brassiere.
18. Undergarments shall not be visible or allowed to protrude from under clothing.

## C. Academy Rules

Self-discipline is a demanded trait in any endeavor and needs to be routinely practiced and developed throughout the Academy. Additionally, discipline and respect shall be watchwords while in the Academy; misconduct, disruptive behavior, lapses in integrity, or lack of regard for others are not tolerated and may result in dismissal from the Academy. While you are training at the Academy during the next eight weeks, your presence and demeanor are expected to be a credit to yourself and to the Department.

1. Do not engage in unprofessional behavior that may tarnish your newly chosen career. It is your responsibility to conduct yourself in a mature, responsible manner at all times, both on and off duty. You, as a recruit, are to conduct yourself in an exemplary manner and perform all duties thoroughly and precisely.
2. Recruits are to carry out all lawful orders and instructions. Recruits shall not commit any acts, either during or outside of scheduled duty hours, that are unbecoming to public service and/or which might reflect unfavorably upon the trainee or the Department.

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3. Unethical behavior, which includes attempting to circumvent examination programs or dishonesty, will not be tolerated. Recruits who violate Academy procedures will be subject to progressive discipline, up to and including dismissal from the Academy.
4. All recruits are required to comply with all Departmental and Academy policies and procedures.
5. **Absenteeism and tardiness** will **NOT** be tolerated. Each recruit is expected to be in class on time, every day of the academy. *Extracurricular activities such as school, secondary employment, and day care will not be approved or tolerated absenteeism during the academy.*
  - a. Any emergency related incidents of absenteeism and or tardiness will be comprehensively explained in writing and submitted to the Academy Commander or designee via the class Officer of the Day.
  - b. A recruit who must call in sick shall comply with the following:
    - i. The recruit must go to a doctor that day and receive a verification/identification of the illness or injury.
    - ii. The recruit shall call the Academy Administration Office with the particulars of their situation and what time the doctor will see them.
    - iii. Upon returning to his/her residence, the recruit shall report to the Academy Administration Office with a doctor's evaluation and estimated time of return to the Academy.
    - iv. It is the recruit's responsibility to ensure that any work restrictions are documented by the doctor and delivered to the Academy Commander/Coordinator for evaluation.
    - v. The recruit shall be responsible for producing all related documentation required by the Academy Staff.
    - vi. Physical injury or personal illness that results in the recruit being absent from specific core courses or from an excess amount of curriculum hours may result in the trainee's inability to complete the Academy.
6. Class Rules:
  - a. When reporting to any staff member's office, knock on the door, request permission to enter, and enter only when advised to do so.
  - b. At all times recruits shall address others with "Mister / Miss / Ms. / Mrs. / Sir / Ma'am / Officer / Sergeant / Lieutenant / Trainee" etc. and last name, never by their first name.
  - c. All recruits shall read the Academy bulletin board frequently. All but emergency messages are placed there. Messages can be left at (702) 879 1218/1253/1255/1217.
  - d. Recruits shall not make or contribute to loud or boisterous noise at any time in or adjacent to Academy / Department areas. **PROFANITY WILL NOT BE PERMITTED.**
  - e. Personal entertainment devices, cell phones, and pagers are not permitted at any time during the Academy, except on breaks outside the building. Leave them in your vehicle.
  - f. Newspapers, books, magazines, and periodicals not directly related to the Academy are prohibited from the classroom.
  - g. All breaks will be taken either in the classroom, break room, or outside the building in designated areas.

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- h. Recruits shall not chew gum nor have toothpicks protruding from their mouths at any time.
- i. **Smoking, chewing, dipping, and spitting of tobacco products in the classroom are PROHIBITED.** Tobacco use is only permitted outside the building off of State property. Cigarette ashes and butts must be disposed of in the appropriate repositories. If chewing tobacco, spitting on the ground is not permitted; however, the use of a cup, soda can, or similar container is permitted outside the building off of State property.
- j. Recruits shall not lean against or put their feet on the walls or sit or squat on the floor in the corridors
- k. Recruits shall not put their feet on furniture/walls or sit on tables, desks, or the arms of furniture.
- l. **Food is not permitted in the classroom at any time.** (*Unless authorized by the Academy Commander*).
- m. Recruits must remain alert at all times in the classroom. Being less than alert (drowsy/sleeping) shall be cause for progressive discipline up to and including rejection from probation and dismissal from the Academy. Recruits may stand at the rear of the classroom to assist in remaining alert.
- n. Recruits shall exercise common courtesy, not talk to other recruits or other staff or interrupt during the presentations, questions, or answers, unless called upon. Rudeness will not be tolerated.
- o. Recruit shall bring all those materials required for the day's class.

## 7. Academy / Institutional Assignment Rules and Responsibilities

Institutional work assignments vary. All recruits shall:

- a. Report to duty promptly. If not able to report to work, a recruit shall notify the shift Sergeant and Academy Commander as soon as possible and at least one hour prior to the scheduled reporting time. Recruits shall not report for duty if impaired by the use of alcohol or any controlled substances.
- b. Promptly report to the institution when recalled to duty overtime or to respond to an emergency.
- c. Recruits shall report any changes of address or telephone number to the Shift Sergeant and to the Personnel Officer.
- d. Wear and maintain their uniforms according to the professional standards of the institution, not entering bars or gaming establishments in uniform except when so assigned.
- e. Secure personal vehicles parked on institutional property by ensuring all windows are closed and doors are locked. There shall be no weapons, ammunition, or alcohol left in personal vehicles parked on institutional property at any time.
- f. Bring to work only those items that are absolutely necessary. Employees shall not bring large sums of money, magazines, books, newspapers, personal radios, weapons, knives, alcohol, or controlled substances into the institution.
- g. Report to the Shift Sergeant prior to the beginning of the shift any incapacitation that may affect or limit the employee's ability to perform an assignment.

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- h. Respect and follow the chain of command established by post orders and procedures.
- i. Remain at their assigned posts and perform their duties thoroughly and professionally until properly relieved or given orders to close the post. They shall maintain the sanitation and cleanliness of their posts.
- j. Report and document in writing to the Shift Sergeant any evidence of tampering, damage, or malfunction of any equipment, tool, or weapon at any posts. They shall not attempt to adjust or repair any item.
- k. Address all other officers professionally and, when appropriate, by rank. They shall not use profanity or make ethnic or sexual remarks or references.
- l. Use the institutional communications system – radios, telephones, and intercoms – professionally and for official purposes only. They shall not make personal telephone calls while on duty.
- m. Not read, listen to radios, or watch television while on duty. They shall not engage in any activity that distracts their attention from their specific assignments.
- n. Notify the Shift Sergeant immediately if they become sleepy, and request a temporary relief or reassignment.
- o. Request the assistance of the Shift Sergeant when uncertain of what action to take in any situation.
- p. Address inmates professionally. They shall not use nicknames or profanity and shall not make ethnic or sexual remarks or references.
- q. Not develop personal relationships or give special privileges to inmates. They shall never discuss personal matters or other staff members with or in front of inmates. They shall never discuss the affairs of any inmate with any other inmate. They shall never contact an inmate's family, friends, or visitors, and shall immediately report and document in writing, to the Associate Warden of Operations, any contact initiated by the family, friends, or visitors of an inmate.
- r. Never give anything to, or accept anything whatsoever from, an inmate. They shall immediately report and document, in writing, to the Shift Sergeant, any attempt by an inmate to give anything to them.
- s. Document to the Shift Sergeant, Lieutenant, and Associate Warden of Operations any relationship, friendship, or acquaintanceship with any inmate which existed prior to his/her incarceration.
- t. Report and document, in writing, to the Shift Sergeant, any unusual inmate activities.
- u. Report and document, in writing, to the Shift Sergeant, any changes in appearance or behavior by inmates.

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## **D. Academy Activities**

The Academy day will consist of 8 hours of academic and/or physical instruction. The hours of instruction will vary. It will be the responsibility of each recruit to strictly adhere to the schedule. The day will be completed at the end of the scheduled duty day.

Personal ethics and punctuality are continually stressed, as this is a key aspect of a Correctional Officer's successful career.

Academy facilities and all living areas are subject to inspection at any time. Trainees are responsible for the daily cleanliness of the Academy areas.

## **NEVADA DEPARTMENT OF CORRECTIONS CODE OF ETHICS**

The Nevada Department of Corrections is committed to a code of ethics that will guide the performance, conduct, and behavior of its employees. This Code will ensure that our professionalism is reflected in the operation and activities of the Department and is recognized by all interested parties. In this light, the following principles are practiced:

- 1. Employees shall maintain high standards of honesty, integrity, and impartiality free from any personal considerations, favoritism, or partisan demands.**
- 2. Employees shall be courteous, considerate, and prompt when dealing with the public, realizing that we serve the public.**
- 3. Employees shall maintain mutual respect and professional cooperation in their relationships with other staff members of the Department of Corrections.**
- 4. Employees shall be firm, fair, and consistent in the performance of their duties. Employees shall treat others with dignity, respect, and compassion and provide humane custody and care, void of all retribution, harassment, or abuse.**
- 5. Employees shall uphold the tenets of the United States Constitution and its amendments; the Nevada Constitution; Federal and State laws, rules, and regulations; and policies of the Department.**
- 6. Whether on or off duty, in uniform or not, Employees shall conduct themselves in a manner that will not bring discredit or embarrassment to the Department of Corrections and the State of Nevada.**
- 7. Employees shall report, without reservation, any corrupt or unethical behavior that could affect inmates, employees, or the integrity of the Department of Corrections.**
- 8. Employees shall not use their position for personal gain.**
- 9. Employees shall maintain confidentiality of information that has been entrusted to them and designated as such.**

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- 10. Employees shall not permit themselves to be placed under any kind of personal obligation that could lead any person to expect official favors.**
- 11. Employees shall not accept or solicit from anyone, either directly or indirectly, anything of economic value, such as a gift, gratuity, favor, entertainment, or loan that is or may appear to be designed to influence their official conduct.**
- 12. Employees will not discriminate against any inmate, employee, or any member of the public on the basis of race, gender, creed, or national origin.**
- 13. Employees will not sexually harass or condone sexual harassment with or against any person.**
- 14. Employees shall maintain the highest standards of personal hygiene, grooming, and neatness while on duty or otherwise representing the Department.**

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## CONSTITUTION OF THE UNITED STATES OF AMERICA

*The following excerpts from the U.S. Constitution are provided for your edification and review. These are the principles most applicable to the profession of law enforcement. The Preamble describes the purpose of the Constitution; the Bill of Rights, the first ten amendments to the Constitution, delineates the rights of the individual, including inmates; and the Fourteenth Amendment sets out the rights to due process and equal protection.*

*Preamble* We the People of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defence, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.

### *Amendments I-X comprise the Bill of Rights*

#### Amendment I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press, or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

#### Amendment II

A well-regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear Arms, shall not be infringed.

#### Amendment III

No soldier shall, in time of peace, be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

#### Amendment IV

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation and particularly describing the place to be searched, and the persons or things to be seized.

#### Amendment V

No person shall be held to answer for a capital or otherwise infamous crime, unless on a presentment or indictment of a grand jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offence to be twice put in jeopardy of life or limb, nor shall be compelled in any criminal case to be a witness against

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himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use without just compensation.

## Amendment VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed; which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witness in his favor, and to have the assistance of counsel for his defence.

## Amendment VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

## Amendment VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

## Amendment IX

The enumeration in the Constitution of certain rights shall not be construed to deny or disparage others retained by the people.

## Amendment X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

## Amendment XIV

Section 1. All persons born or naturalized in the United States and subject to the jurisdiction thereof are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

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## ***In Conclusion...***

The nature of corrections requires an abundant amount of rules, regulations, and procedures, demanding the same degree of attention and understanding. This handbook is a very good example of the need to develop a sense of self-discipline and tolerance of others.

The nature of corrections also demands the flexibility and dynamics of informed, educated, and well-trained personnel. Your contemporaries in other fields of law enforcement have the benefit of many tools and implements to assist them in their duties. Your advantage is in the concentrated development of your greatest tool and asset: ***your mind.***

**GOOD LUCK IN YOUR NEW CHOSEN CAREER!**

The Training Section Staff:

Kevin Ingram, Employee Development Manager (702) 879-1218

### Las Vegas

Academy Commander Sergeant Vincent Saladino, (702) 879-1253

Correctional Officer Kevin Williams, (702) 879-1255

Correctional Officer Christopher Vasquez (702) 879-1254

James Borchers, Training Officer (702) 879-1217

### Carson City

Sgt. Rocky Baros, Continuing Education Commander (775) 887-3241

Senior Training Officer John Alisho, (775) 887-3233

### Ely

Sgt. Richard Ashcraft, Academy Commander (775) 289-1229

Rick Rimington, Training Officer (775) 289-1228

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My signature represents that I, \_\_\_\_\_, have read this Academy Handbook in its entirety and agree to the stated rules and policies. I understand that I will be held to these high standards and will be subject to discipline up to rejection from probation (dismissal from the academy) if I fail to comply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date